

~~SECRET~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Emergency Procedures Manual

FROM:

C/IMSS/OL

EXTENSION

NO.

DATE

5 Jun 86

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AEO/OL

For your information and retention.

2.

DD/L

These pages should be substituted for those in the blue binder sent to the OD/L in 1984. We're sending copies to the divs/stfs and looking into additional distribution that should be made. Please advise if you need more copies.

3.

D/L

4.

5.

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12.

13.

14.

Unclassified when separated from classified attachment

15.

[] has done an outstanding job on this project, weaving it in with numerous others in both the regs and planning areas. She re-organized and reworded most of the text for better clarity, changed the format of the matrix to streamline it, and separated EBOB & FMD responsibilities (all HOME's in the old version).

She has done a tremendous amount of careful coordination and of checking and doublechecking. In that long process she ran headlong into the telephone switchover at HQ -- meaning that she had to go back through the entire document to check and change the numbers.

If Marie had not started this update, largely on her own initiative, several months ago -- and stuck with it so tenaciously -- we'd have been unable to meet the DA Mgt Stf's 6 Jun deadline (received here about 6 weeks ago). Thanks to her, we've done a thorough and, I think, very accurate job.

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2 JUN 1986

MEMORANDUM FOR: DA Planning Officer

FROM:

[redacted]
Chief, Information and Management Support
Staff, OL

SUBJECT: Update to the Emergency Procedures Manual

REFERENCE: Mtpl Adse Memo from DA Planning Officer,
Same Subject

As requested in referent memorandum and in accordance with previous discussions regarding the number of copies to be furnished to your office, attached are five copies of the updated OL Emergency Procedures for inclusion in the Directorate of Administration Emergency Procedures Manual.

Attachments:
As stated

Distribution:

- Orig & 1 - Adse, w/att (5)
- 1 - OL/IMSS Official, w/att ✓
- 1 - OL/IMSS Chrono, w/o att
- 1 - OL Reader, w/o att

OL/IMSS [redacted] (2 Jun 86)

UNCLASSIFIED when separated
from SECRET attachments

OL 4077 86

SECRET

P&PD PRINTING REQUISITION

ROOM 154, P&PD BUILDING

Extension

CLASSIFICATION

SECRET

JOB NUMBER

241-28-86

CONTROL CHANNEL

CORRELATES WITH JOB NUMBER--

CONTROL NUMBER

SCHEDULED COMPLETION DATE

THIS DATE

DATE WORK REQUIRED

May 1986

EXTENSION

SIGNATURE

☐ Finished intelligence.☐ Preparatory work in direct support of finished intelligence.☒ Administrative, regulatory, instructional, or other support item.☐ Form (see box *) ☐ Other

REQUESTER

ORDERING OFFICE, STAFF, DIVISION BRANCH

OL/IMSS

ROOM NO. - BUILDING

FORM NUMBER

QUANTITY

LOGISTICS CONTROL NUMBER

NO COPIES REQD

30

FINISHED SIZE

8 1/2 x 11

NO ITEMS SENT P&PD

DISPOSITION OF ORIGINALS
NEGATIVES OR MANUSCRIPTDISTRIBUTION OF PRINTED
MATERIAL

INCLUDING

MANUSCRIPT

RETURN TO REQUESTER

VIA MAIL & COURIER BRANCH

NEGATIVES

POSITIVES

DESTROY

PER FINISHED INSTRUCTIONS OR
DISTRIBUTION LIST

CAMERA COPY

ORIGINAL ART

RETURN TO FILE (forms only)

CALL FOR PICK-UP

SPECIAL INSTRUCTIONS:

☐ Dylux Check Copy Required Before Printing

Please Xerox the attached, one sided, and three-hole punch. NO STAPLES
Please.. (The holes should be punched to fit the attached.)

COMPOSITION

☐ ETECS
 TYPESET ☐
 TYPESCRIPT ☐
☐ SCRIPT REEL NO.

☐ EPIC
 GALLEY PROOFS ☐
 PAGE PROOFS ☐

FOR MAP & GRAPHIC USE

IMAGE SIZE	x	TOP	BOTTOM
REDUCE AB TO AC			
SAME			
OTHER			

PLATE NO.	COLOR	NUMBER	SCREEN NO.

PRESS

X

BINDERY

X

ONE SIDE

ASSEMBLED

TWO SIDES

UNASSEMBLED

HEAD TO HEAD

FASTENED

TUMBLEHEAD

PUNCHED

PAPER

PADDED

KIND

COLOR

PERFORATED

INK

COLOR

NUMBER

DELIVERY
TICKET

JOB NO.

DELIVERY
TICKET

JOB NO.

DELIVERY
TICKET

JOB NO.

NAME

NAME

NAME

ROOM NO. & BLDG.

QUANTITY

ROOM NO. & BLDG.

QUANTITY

ROOM NO. & BLDG.

QUANTITY

FORM 2-76 70 USE PREVIOUS EDITIONS

CLASSIFICATION

PART 1 - HOLD COPY

STAT

Please make
copies of the
attached and send
to addressees.
Thanks!

STAT

Done

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Emergency Procedures

STAT	FROM: [REDACTED]	EXTENSION	NO.
STAT	OL/IMSS [REDACTED]	DATE 28 April 1986	
	TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED	OFFICER'S INITIALS
STAT	1. AEO/OL [REDACTED]		
	2. C/NBPO/OL 1J45 Headquarters		
STAT	3. C/B&FB/OL [REDACTED]		
STAT	4. C/SS/OL [REDACTED]		
STAT	5. C/P&TS/OL [REDACTED]		
STAT	6. C/PMS/OL [REDACTED]		
	7. C/FMD/OL 3E14 Headquarters		
	8. C/P&PD/OL 158 P&P Building		
STAT	9. C/PD/OL [REDACTED]		
STAT	10. C/RECD/OL [REDACTED]		
STAT	11. C/SD/OL [REDACTED]		
	12. [REDACTED]		
	13. [REDACTED]		
	14. [REDACTED]		
	15. [REDACTED]		

IMSS is in the process of updating the OL Emergency Procedures handbook. Please locate the copy that was provided for your division/staff so that it will be available when the new pages are ready for insertion in place of the current ones.

Per [REDACTED] the OL Senior Staff Duty Officer will be provided a copy of this handbook when he reports to the AEO/OL for his bellboy at the beginning of his tour of duty. A copy of the handbook will be provided to the AEO/OL when the new version is published.

Division Duty Officers will use their component's copy of the handbook if necessary during their tour of duty and should have ready access to it for this purpose.

[REDACTED]